

CLASS TITLE: CHIEF EMPLOYEE RELATIONS OFFICER

Class Code: 02737500

Pay Grade: 30A

EO: A

CLASS DEFINITION:

GENERAL STATEMENT OF DUTIES: To be responsible for planning and directing a comprehensive employee and labor relations program in a large state department; and to do related work as required.

SUPERVISION RECEIVED: Works under the administrative direction of the department director with wide latitude for the exercise of independent judgement and initiative; work is subject to review for results obtained and conformance to established policies, rules, regulations and laws.

SUPERVISION EXERCISED: Plans, directs, coordinates, supervises and reviews the work of a professional, technical and clerical staff assigned to assist.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:

To be responsible for planning and directing a comprehensive employee and labor relations program in a large state department.

To be responsible for continuous evaluation of a department employee and labor relations program to determine the effectiveness of policies, procedures and methods and to initiate alterations as determined by professional review.

To be responsible for the recruitment, selection and placement of departmental personnel and the processing of all personnel actions in accordance with the Rhode Island State Merit System Act and Rules.

To be responsible for interpreting and explaining the State Merit System laws, rules and procedures to departmental personnel and to investigate as well as assist in rectifying personnel problems concerning classification, salary, status of employees, layoffs, leaves, examination and other related situations.

To be responsible for the administration of a comprehensive wage and salary program in accordance with the Rhode Island Merit System Act and Rules and contractual obligations with bargaining units certified by the State of Rhode Island Labor Relations Board.

To be responsible for the administration and coordination of state and federal programs designed to provide training and employment opportunities for the unemployed and the handicapped.

As required, to represent the department at meetings before the State Labor Relations Board, Division of Personnel, Rhode Island Labor Board and other appropriate state and federal agencies.

To be responsible for the planning and programming of the employee relations activities with the overall department activities.

As required, to supervise a staff engaged in the preparation of publicity releases, radio scripts, exhibits and booklets and the distribution of same; the maintenance of contacts with the press and organized groups for the purpose of answering inquiries regarding the programs and administration of the department; the preparation and dissemination of informational material for the public and the staff and operating a technical library to serve as an information center for the department and its employees.

To do related work as required.

REQUIRED QUALIFICATIONS FOR APPOINTMENT:

KNOWLEDGES, SKILLS AND CAPACITIES: A thorough knowledge of, and the ability to apply, the principles and practices necessary to administer personnel and employee relation services within a state department; a working knowledge of the State Merit System Act and Personnel Rules and the ability to interpret and apply the provisions of such an Act and Rules; a thorough knowledge of existing

personnel-employee relations programs and future program directions within the department; a working knowledge of the state's Labor Relations Laws and federal labor laws as they apply to state employees; the ability to investigate individual employee problems and complaints and to assist employees in the solution of such problems and complaints; the ability to establish and maintain effective working relationships with state employees, officials, union representatives and the public; the ability to cooperate with departmental officials in the development and maintenance of good placement practices to assure the best utilization of employees' knowledge's, skills and abilities; the ability to lay out, supervise and evaluate the work of assistants engaged in performing assigned tasks in a comprehensive departmental personnel program and to make the more difficult analyses and decisions in such a program; and related capacities and abilities.

EDUCATION AND EXPERIENCE:

Education: Such as may have been gained through: graduation from a college of recognized standing; and

Experience: Such as may have been gained through: employment in a supervisory position in personnel and labor relations administration in the public or private sector.

Or, any combination of education and experience that shall be substantially equivalent to the above education and experience.

Class Revised: December 11, 1983

Editorial Review: March 15, 2003